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CONFIDENTIAL

DDA

OS 1076-472.....
23 JUL 1976

MEMORANDUM FOR: Deputy Director for Administration

FROM :

[Redacted]

Director of Communications

SUBJECT : Fighting Inflation and Reducing Daily
Operating Costs

REFERENCE : DD/A 76-2736, 3 June 1976

Attached is the report requested in the reference.

[Redacted]

25X1A

Attachment:
As stated

25X1A

DDA
Travel Savings
OP 102,000
11,000

E3 IMPDET
CL BY SIGNER

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C O N F I D E N T I A L

ATTACHMENT TO
OC-M-76- 477
23 JUL 1976

GROUP I - SAVINGS TO DATE FOR CURRENT FISCAL YEAR (FY-1976)

102,000 saved

1. The use of the Wide Area Telephone System (WATS) for operator assisted long distance telephone calls resulted in a savings of approximately \$149,000. \$149,000
2. The practice of informing the customer of the dollar costs for requested telephone changes, and the discussion with them of the most efficient means of satisfying their requirements, has effected a yearly savings of \$12,500. 12,500
3. A survey of all Headquarters Building secure voice customers resulted in seven Green (KY-3) systems being replaced with Gray telephone service. This saved \$2,572 in line charges during the current fiscal year. 2,600
4. An existing collator in the Cable Secretariat was replaced by a cheaper, more efficient collator for a savings of \$2,900. 2,900
5. The restructuring of per diem rates at and a review of processing procedures to reduce TDY at Headquarters that includes the direct transfer of Panel T and N employees directly from one overseas post to another when advantageous to both the employee and the government, have resulted in a savings of \$72,000. 25X1A
72,000
6. Rather than sending students TDY to a manufacturer's facility, we brought contractor training personnel to for a savings of \$25,000. 25,000
7. A multi-media, self-administered training course on the VADAC system resulted in a savings of about \$480 per student. 117 OC personnel took the course at a potential savings of \$56,000. 56,000

25X1A

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C O N F I D E N T I A L

GROUP II - SAVINGS ON ANNUAL BASIS
IN FUTURE FISCAL YEARS

1. The use of the Lease Wide Area Telephone System (WATS) for operator assisted long distance telephone calls will result in a savings of approximately \$135,000. \$135,000
2. The practice of informing the customer of the dollar costs for requested telephone changes, and the discussion with them of the most efficient means of satisfying their requirements, will result in a yearly savings of approximately \$12,500. 12,500
3. The savings on line charges for those KY-3's replaced by Gray telephones will be about \$2,600. 3,000
4. Conservation of envelopes and paper by the Cable Secretariat and the Signal Center will result in an estimated savings of \$2,100. 2,000
- 25X1A 5. Dial intercom systems installed on the intercom systems in the [redacted] vice manual intercom-buzzer systems will result in an annual recurring savings of \$6,500. 6,500
- 25X1A 6. Use of 14 unlisted [redacted] telephone numbers instead of relocating 14 existing numbers from Rosslyn will save \$9,000 annually. 9,000
7. In January 1975, the time in grade requirement in Panels T and N for promotion to GS-09 was increased from one to two years. By FY-1980 this will result in an annual savings of \$52,000. 52,000
- 25X1A 8. [redacted] The practice of bringing contractor personnel to [redacted] for MAX system maintenance training and to teach MAX system programming with senior OC programmers will save \$25,000 and \$27,500 respectively in the MAX program. 52,500
9. The continuation of the processing procedures to reduce TDY at Headquarters that includes the direct transfer of Panel T and N employees directly from one overseas post to another when advantageous to both the employee and the government should provide an annual savings of about \$72,000. 72,000

STATINTL

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- 20. The continued use of two base housing units
as temporary quarters in lieu of hotels. \$ 10,000
- 21. Continued adherence to the changes in communi-
cations procedures and scheduling will reduce
overtime costs. 14,000
- 22. Replacement of M-37 ASR teletype equipment
with M-28 ASR equipment will result in a
reduction in the cost of teletype paper. 3,000
- 23. Adherence to a minimum preventive maintenance
program at field stations will result in re-
duced Area technician TDY. 11,000

697,000

C O N F I D E N T I A L

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GROUP III - ONE-TIME SAVINGS FOR CURRENT
OR FUTURE FISCAL YEARS

25X1A	1. The [redacted] building dial intercom system resulted in a one-time installation charge savings of \$7,200.	\$ 7,000 <i>cf</i>
	2. Interface equipment for the UNIVAC 9300 computer leases for \$1,360 monthly under a rental-purchase plan originally was scheduled to run through FY-1977. By exercising the purchase option effective 15 April 1976 a savings of \$9,157 will be realized by the end of FY-1977.	9,000
	3. A special offer from the Addressograph-Multilith Corp. resulted in the purchase of an offset-press with 50% trade-in value in place of a yearly rental plan for the same equipment with no rental benefit. Savings in FY-1977 will be about \$3,000.	3,000
25X1A 25X1A	4. The movement of the [redacted] Station from [redacted] [redacted] was originally scheduled to be done by a commercial contractor. It was ultimately moved by staff engineers and technicians for a net savings of \$84,250.	25X1A 84,000
	TOTAL SAVINGS	\$103,000 <u>+ 51,800</u> <u>154,800</u>

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